



Bill Owens  
Governor

Colorado Department of Local Affairs

Barbara Kirkmeyer  
Acting Executive Director

DIVISION OF PROPERTY TAXATION

JoAnn Groff  
Property Tax Administrator

## BULLETIN NO. 18

TO: County Assessors

FROM: JoAnn Groff  
Property Tax Administrator

DATE: May 11, 2006

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**THE BULLETIN IS AVAILABLE ON OUR WEBSITE.**  
[www.dola.state.co.us/propertytax/index.htm](http://www.dola.state.co.us/propertytax/index.htm)

<u>Date</u>	<u>Title</u>	<u>Distribution</u>
5/10/06	Arapahoe County Position Opening	Review with staff. File in General Correspondence File.
5/10/06	New State Board of Equalization Member	All interested employees
5/10/06	Legislative Update Regarding the Senior Property Tax Exemption	Senior Exemption Staff
5/10/06	<b>Cancellation of June 8 Nat'l USPAP Update Course in Craig</b>	Review with interested personnel. File in Education File.
5/10/06	Administration 934 - Manufactured Homes	Review with interested personnel. Return registration form to Division. File in Education File.



5/10/06	Administration 920-Assessment Appeals	Review with interested staff. File in Education File. Return registration Form and fees to Division.
5/10/06	Administration 933-Basic Title Conveyance	Review with interested personnel. Return registration form to Division. File in Education File.



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**DIVISION OF PROPERTY TAXATION**

JoAnn Groff  
Property Tax Administrator

TO: County Assessors

FROM: JoAnn Groff  
Property Tax Administrator

SUBJECT: Arapahoe County  
Position Opening

DATE: May 10, 2006

DISTRIBUTION: Review with staff. File in General Correspondence File.

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**MEMORANDUM**

The Arapahoe County Assessor's Office has a position opening for a Data Collector. See attached announcement for more information.



## Position Description

**Department:** Assessor

**Job Title:** Data Collector

**Closing Date/Time:** May 26th, 2006

**Salary:** \$2,469-\$3,929 Monthly

**Job Type:** Full-time

**Location:** Arapahoe County, Arapahoe CentrePoint Plaza  
Assessors Office 14980 East Alameda Drive Aurora,  
Co 80012

**Description:** Performs Data Collection functions for real property for the Arapahoe County Assessors Office/Centre Point Branch.

**Duties:** Primarily a field position, collects data, verify and update maps, processes appraisal forms, inputs collected data into computers and interacts with the public for Arapahoe County.

**Requirements:** High school diploma or GED equivalent, valid Colorado drivers license. Computer experience and possession of a State of Colorado Appraisal License preferred. Must obtain appraisal license within two years of hire date. Position will be located at the branch office in Aurora.

**Deadline:** May 26th, 2006

**Apply At:** ARAPAHOE COUNTY Department of Human Resources  
5334 S. Prince Street  
Littleton, CO 80166-0001



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**DIVISION OF PROPERTY TAXATION**

JoAnn Groff  
Property Tax Administrator

TO: All County Assessors

FROM: JoAnn Groff  
Property Tax Administrator

SUBJECT: New State Board of Equalization Member

DATE: May 10, 2006

DISTRIBUTION: All interested employees

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**MEMORANDUM**

We are pleased to announce that Charles S. Brown has been appointed to the State Board of Equalization. The state board is now full with five members. Charles Brown will fill the vacancy created by my resignation when I became Property Tax Administrator.





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Barbara Kirkmeyer  
Acting Executive Director

DIVISION OF PROPERTY TAXATION

JoAnn Groff  
Property Tax Administrator

TO: County Assessors

FROM: JoAnn Groff  
Property Tax Administrator

SUBJECT: Legislative Update Regarding the Senior Property Tax Exemption

DATE: May 10, 2006

DISTRIBUTION: Senior Exemption Staff

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MEMORANDUM

The 2006 legislative session ended on Monday, and no bills were passed affecting the senior citizen property tax exemption. Under current law, funding for the program returns for tax year 2006, payable in 2007. Section 39-3-203(1), C.R.S., begins as follows:

(1) For the property tax year commencing January 1, 2002, and for property tax years commencing **on or after January 1, 2006**, fifty percent of the first two hundred thousand dollars of actual value as of the assessment date of residential real property of an owner-occupier shall be exempt from taxation, and for property tax years commencing on or after January 1, 2003, but before January 1, 2006, fifty percent of zero dollars of actual value as of the assessment date of residential real property of an owner-occupier shall be exempt from taxation if:

However, the Legislature passed a ballot question that, if approved, will expand the program to include disabled veterans. SCR 06-001 asks voters to approve an amendment to Section 3.5 of Article X of the Colorado Constitution, extending the exemption to veterans who are 100 percent disabled from a service-connected disability. The veteran must own and occupy the property on January 1 of the exemption year, but the provision does not include a 10-year ownership/occupancy requirement. If passed by voters, the amendment is effective for tax year 2007.

If you have any questions, please contact Greg Schroeder or Renee Bridges at 303-866-2371. They can also be reached by e-mail at [Greg.Schroeder@state.co.us](mailto:Greg.Schroeder@state.co.us), or [Renee.Bridges@state.co.us](mailto:Renee.Bridges@state.co.us).





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Barbara Kirkmeyer, Acting Executive Director

DIVISION OF PROPERTY TAXATION  
JoAnn Groff  
Property Tax Administrator

TO: All County Assessors

FROM: JoAnn Groff  
Property Tax Administrator

SUBJECT: **Cancellation of June 8 Nat'l USPAP Update Course in Craig**

DATE: May 10, 2006

DISTRIBUTION: Review with interested personnel.  
Return registration form to Division.  
File in Education File.

## National USPAP Update Course (APR 607)

### One-day Course

**Education Credit:** 7 Credit Hours (Continuing Education)

**Tested:** Not for 2006

**Recommended Prerequisite:** Licensed Appraisers

**Cost Per Student:** \$57.00 (includes the cost of the current USPAP manual and 7-hour student manual). **All student registrations and fees for this class must be received by the Division by May 9, 2006, to meet ordering and shipping deadlines.**

*(Please make checks payable to: Colorado Assessors' Association.)*

### TOPICS:

- Focuses on changes to the 2006 edition of USPAP: primarily the Scope of Work Rule.
- USPAP will be applied to everyday appraiser practice.
- Aids appraisers seeking competency in the Uniform Standards of Professional Appraisal Practice (USPAP).

Class time is from 8:30 a.m. to 4:30 p.m.

2006					
June 8 Deadline May 9 <b>CANCELLED</b>	Craig	Moffat County Extension Building		539 Barclay Street	





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**DIVISION OF PROPERTY TAXATION**

JoAnn Groff  
Property Tax Administrator

TO: All County Assessors

FROM: JoAnn Groff  
Property Tax Administrator

SUBJECT: Administration 934 – Manufactured Homes

DATE: May 10, 2006

DISTRIBUTION: Review with interested personnel.  
Return registration form to Division.  
File in Education File.

## ***Manufactured Homes (Admin 934)***

### **Two-day course**

**Education Credit:** 14 hours (continuing education only)

**Tested:** No

**Recommended Prerequisite:** Introduction to Assessment (Admin 100)

**Cost per student:** \$10.00 *(Please make checks payable to: Colorado Assessors Association)*

- ⇒ Constitutional and Statutory Provisions
- ⇒ Distinguishing characteristics of Manufactured Homes vs. Modular, Prefab, and Stick Built homes.
- ⇒ Classification and Sub-Classification Issues
- ⇒ Manufactured homes made permanent
- ⇒ Moving Manufactured Homes
- ⇒ Discovering Manufactured Homes
- ⇒ Judicial decisions concerning Manufactured Homes
- ⇒ Valuation, Sales Confirmation, and Sales Ratio Analyses

**Class times are 8:30am to 4:30pm2006**

DATE	City	Building	Phone Number	Address	Instructor
6/21-22/06	Eagle	Eagle Cty Building	970-328-8700	500 Broadway	Renee
9/6-7/06	Ft Morgan	Admin Bldg	970-542-3517	231 Ensign	Renee







COLORADO ASSESSORS' ASSOCIATION  
 DPT EDUCATION REGISTRATION FORM  
 1313 Sherman Street, Room 419  
 Denver, Colorado 80203  
 (303) 866-2371 Telephone  
 (303) 866-4000 Fax

County Name

- ☐ Assessor's Staff
- ☐ Commissioner's Staff
- ☐ Treasurer's Staff
- ☐ Clerk & Recorder's Staff
- ☐ Other

*Please submit one registration form for each course title.*

<b>Course Title</b>	
<b>Location</b>	
<b>Course Date</b>	

<b>County Contact Person</b>		
<b>Work Phone Number</b> (Include Area Code & Extension)		<b>E-mail:</b>

NAME	E-MAIL	SOCIAL SECURITY NUMBER (First-time Students ONLY)	COLORADO APPRAISAL LICENSE NUMBER

For **appraisal** classes e-mail [rebecca.fisk@state.co.us](mailto:rebecca.fisk@state.co.us)  
 For **administrative** classes e-mail [evelyn.morales@state.co.us](mailto:evelyn.morales@state.co.us)



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**DIVISION OF PROPERTY TAXATION**

JoAnn Groff  
Property Tax Administrator

TO: County Assessors, Commissioners, County Attorneys, Hearing Officers,  
Arbitrators, Referees, Administrators, Support Staff, Annual Study Auditors

FROM: JoAnn Groff  
Property Tax Administrator

SUBJECT: Administration 920-Assessment Appeals Process Workshops

DATE: May 10, 2006

DISTRIBUTION: Review with interested staff  
File in Education File  
Return registration form and fees to Division

## ***Assessment Appeals Process (Admin 920)***

**One-day Workshop**

**Education Credit:** 7 hours (**continuing education only**)

**Tested:** No

**Recommended Prerequisites:** None

**Cost per student:** \$5.00 (*Please make checks payable to: Colorado Assessors Association*)

- ⇒ Appraisal Process
- ⇒ Appeals Process
- ⇒ Arbitration Procedures
- ⇒ Functions of the County Board of Equalization
- ⇒ Supreme Court/Court of Appeals Issues and Case Analysis

Class times are 8:30am to 4:30pm

JUNE 2005					
6/13/06	Colorado Springs	El Paso County Office Building	719-520-6600	27 E Vermijo Ave	Frank & Renee





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For **appraisal** classes e-mail [rebecca.fisk@state.co.us](mailto:rebecca.fisk@state.co.us)  
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JoAnn Groff  
Property Tax Administrator

TO: All County Assessors

FROM: JoAnn Groff  
Property Tax Administrator

SUBJECT: Administration 933-Basic Title Conveyance

DATE: May 10, 2006

DISTRIBUTION: Review with interested personnel.  
Return registration form to Division.  
File in Education File.

## ***Basic Title Conveyance (Admin 933)***

One-day course  
Education Credit: 7 Hours (**continuing education only**)  
Tested: No  
Recommended Prerequisite: Introduction to Assessment (Admin 100)  
Cost per student: \$5.00

- ⇒ Basic title transfer issues
- ⇒ Elements of a deed
- ⇒ The bundle of rights
- ⇒ Types of ownership
- ⇒ Types of conveyance documents
- ⇒ Decedents estates
- ⇒ Assessor's role in keeping ownership records
- ⇒ Assessor's transfer process

Class times are 8:30am to 4:30pm

2006					
6/8/06	Eagle	Eagle Cty Building	970-328-8700	500 Broadway	Frank
8/1/06	Jefferson	Admin Bldg	303-271-8667	100 Jefferson Cty Pkwy	Frank





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